CONSUMER REPORT NOTICE

Durham Public Schools will conduct a criminal records check on you before finally approving your application for employment. Durham Public Schools also may conduct periodic criminal records check on you after you are hired. If Durham Public Schools obtains these reports from a credit reporting agency, the reports are considered consumer reports under the federal Fair Credit Reporting Act. You are entitled to receive a copy of any report before Durham Public Schools takes any action against you based on such a report. In order to be considered a candidate for permanent employment in Durham Public Schools, you must authorize the school system to obtain a criminal history report on you.

AUTHORIZATION

Please complete this form if you authorize Durham Public Schools to obtain a criminal record history report from a credit reporting agency, the North Carolina Bureau of Investigation, or other agency or source of information.

Name: _____
Last First Middle Maiden

Mailing Address _____
Street/Post Office Box

_____
City State Zip

Home phone: (_____)_____ Birth date: _____/_____/_____

Sex: _____ Race: _____ NC Driver's License # _____ SS # _____-_____-_____

List ALL counties and states of residence for all states (e.g. Mecklenburg, NC; Fulton, Georgia)
(For all out-of-state residences, please list street addresses.)

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Persons who are offered employment with Durham Public Schools must meet the following conditions of employment in addition to the conditions of employment on the application:

- Employment with Durham Public Schools is conditional pending approval by Durham Public Schools Board of Education and completion of the criminal records check.
- Applicants and current employees shall notify Human Resource Services immediately if they are charged with or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) except minor traffic violations.

I hereby authorize Durham Public Schools to obtain a criminal history report from a credit reporting agency, the North Carolina State Bureau of Investigation, or other agencies, and waive any claim for damages or injury against Durham Public Schools or the provider of the report, except as provided by the Fair Credit Reporting Act.

Applicant's/Employee's Signature: _____ Date: _____

If you are a student teacher or intern, please include the following information for our records:

University Program: _____ University Supervisor: _____

DPS School Placement: _____ Cooperating Teacher: _____